

Parental Leave Policy

Maternity:

Employees are eligible for up to twelve (12) workweeks of maternity leave for the purpose of giving birth or adopting a child and subsequently caring for that newborn or adopted child. To be eligible, an employee must have been employed by the Town for at least twelve (12) months and give her employer at least two (2) weeks' notice of her anticipated date of departure and intention to return. An employee may receive up to eight (8) weeks of paid leave if they are a full-time, or permanent benefited part-time, employee. Employees may choose, but are not required, to use accrued paid leave (vacation, sick or personal days) to cover the remainder of the leave taken.

Paternity:

Employees are eligible for up to four (4) workweeks of paternity leave for the purpose of caring for a newborn or adopted child. To be eligible, an employee must have been employed by the Town for at least twelve (12) months, be a full-time, or permanent benefited part-time, employee and give his employer at least two (2) weeks' notice of his anticipated date of departure and intention to return. Employees may use at least two (2) weeks of accrued paid leave (vacation, sick or personal days) and may choose, but are not required, to use accrued paid leave to cover the remainder of the leave taken.

Both:

Employees are eligible to maintain group health insurance coverage, including family coverage, on the same terms as if the employee continued to work. An employee on unpaid leave must make arrangements to pay his/her normal portion of the insurance premiums to maintain insurance coverage. Such payments may be made under any arrangement voluntarily agreed to by the employer and employee. For other benefits, such as elected life insurance coverage, the employee may make arrangements to pay his or her normal share of premiums to continue benefits during periods of unpaid leave.

An employee on leave must be restored to his/her previous or similar position upon his/her return to employment following leave unless position was eliminated for legitimate business reasons during said leave and the employee would have been laid off from work regardless of his or her status on leave. Upon return, said position must have the same status, pay, benefits, length of service credit,

seniority and other employment terms and conditions as the position the employee held prior to the leave. If an employee's job was changed temporarily because of her pregnancy prior to leave (e.g., her hours were reduced or her duties were changed as an accommodation) she should be restored to the same or similar position held prior to such temporary change.

All leave and benefits that an employee is entitled to under this Policy shall run concurrently and not in addition to any benefits that an employee may be entitled to under Massachusetts and/or Federal law.